

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SUPERFUND
DRYCLEANER ENVIRONMENTAL RESPONSE PROGRAM (DCERP)



DCERP REIMBURSEMENT APPLICATION (FOR APPROVED COSTS)

Directions: Type or print, using blue or black ink to complete this form. Incomplete or illegible forms will not be accepted. Retain a copy of this form and all attachments for your records. If you have questions concerning completing this application, contact DCERP at (615) 532-0900. Submit the completed application to:

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SUPERFUND - DCERP
401 CHURCH STREET, 4TH FLOOR L & C ANNEX
NASHVILLE, TN 37243-1538

Timing of Submittals

In accordance with Rule 1200-1-17-.08(7)(d), applications for reimbursement payments may be submitted sixty (60) days following initiation of work to implement the work plan and at sixty (60) day intervals thereafter until completion of the authorized activities.

When the work plan is to be completed within a short time frame (3 to 4 months), reimbursement applications should be submitted following completion of the pre-approved work plan. This will promote efficient handling of reimbursement requests. In accordance with Rule 1200-1-17-.08(7)(f), reimbursement applications must be received within one year from the date of performance of the work giving rise to the costs which are the subject of the application for payment.

DCERP Approval and Payment Process

In accordance with Rule 1200-1-17-.08(8)(d), the Department shall review applications for payment within ninety (90) days of receipt of a properly completed application. The Department shall issue either a letter of application approval or a status review letter noting deficiencies within ninety (90) days of receipt of an application. If all costs are considered to be reasonable and eligible for reimbursement, payment will be issued within forty-five (45) days of approval by the Department. **The Department will send payments to the applicant's mailing address shown in Section 2. Check to make sure this address is correct.**

The Department will provide a letter to the applicant at the time reimbursement payment(s) are made which will state how the reimbursement amounts were calculated and provide the deductible amount which has been applied to date at the facility.

SECTION 1. FACILITY INFORMATION

Facility Registration # _____ Facility Name _____ County _____

Street Address _____ City _____ Zip _____

Is this the first reimbursement application submitted for this facility?

☐ Yes ☐ No (This reimbursement application is number _____ to be submitted to the Department.)

Is this application being resubmitted with additional requested information?

☐ Yes ☐ No

SECTION 2. APPLICANT AND PAYMENT RECIPIENT INFORMATION

Name _____
(The applicant named here should be consistent with the approved eligible party for this facility.) Tax Identification Number _____

Applicant Mailing Address _____ City _____ Zip _____

Is this a new applicant mailing address? ☐ Yes ☐ No

Contact Person for this Application _____ Telephone # (_____) _____
Fax # (optional) (_____) _____

Issuance of Payments from the DCERP Fund

In accordance with Rule 1200-1-17-.08(8)(b), where the potentially eligible party (PEP) has submitted an acceptable application for payment but has not paid for these activities, payment will be made by a check written to both the PEP and the contractor(s) performing the work less the applicable deductible.

Is the applicant submitting documentation verifying all costs contained in this application have been paid by the applicant?

☐ Yes ☐ No

Applicant Type (Check all which apply)

☐ Facility Owner ☐ Facility Operator ☐ Facility Property Owner ☐ "Other Property" Owner

Facility Type (Check one)

☐ Active Drycleaning Facility ☐ Active Wholesale Distribution Facility ☐ Abandoned Facility

SECTION 3. DEDUCTIBLE AMOUNTS

In accordance with Rule 1200-1-17-.08(2), each eligible party requesting reimbursement of expenditures approved by the Drycleaner Environmental Response Board or the Department is required to accept responsibility for incurring costs associated with each request for reimbursement in the following amounts (deductibles):

Facility Category	Deductible % to be Applied to each Reimbursement Request	Amount	Maximum Deductible
Drycleaning facility, 0-4 FTEs	5%		\$ 5,000 per site, per clean-up
Drycleaning facility, 5-10 FTEs	10%	\$ 10,000 per site, per clean-up	
Drycleaning facility, 11 or more FTEs	15%		\$ 15,000 per site, per clean-up
In-state wholesale distribution facility	25%		\$ 25,000 per site, per clean-up
Abandoned drycleaning facility	25%	\$ 25,000 per site, per clean-up	

An impacted third party's deductible is the same as the facility for which Fund coverage is sought.

FTEs = Full Time Equivalent Employees

SECTION 4. SITE STATUS REPORT

In accordance with Rule 1200-1-17-.08(7)(d), a status report shall be submitted with each application for payment.

Previous phases of work completed and date(s) of completion _____

Phase of work and major activities included in this reimbursement application _____

Date of DCERP's written approval of work plan/cost proposal for work included in this application _____

Date of any approved change orders for costs included in this application _____

Time Period (work interval) covered by this application _____

Name of the DCAC(s) whose costs are included in this application _____

SECTION 5. REQUIRED ATTACHMENTS TO THIS REIMBURSEMENT APPLICATION

See Rule 1200-1-17-.08 for eligible and ineligible DCERP Fund costs. Additional information concerning eligible costs may be found in the DCERP Guidance Document.

Invoice Requirements

Invoices for work conducted under an approved work plan and cost proposal shall, to the greatest extent possible, contain the same information and cost breakdown as was included in the original approved work plan and cost proposal. Appropriate back-up documentation shall be included to support items on invoices. This may include receipts, charge slips, and/or vendor-generated invoices. For example, if charges for waste disposal are invoiced, waste disposal manifests shall be attached and shall indicate the correct site location, date(s) of service, quantity of material moved, service provider's name, etc. Although originals are preferred, legible photocopies may be submitted.

At a minimum, invoices shall briefly describe the nature of the invoiced work, identify work dates and hours, personnel names, hourly rates and unit costs, and clearly identify all cost categories. Separate cost entries are to be made for labor (with fieldwork identified separately from office work), materials, analytical fees, consumable supplies, rental equipment, travel time, per diem charges, subcontracted work, etc. If subcontractor costs are included in the application, a legible invoice copy from the subcontractor shall be included.

The following documentation must be attached to this reimbursement application:

- copies of the DCERP-approved work plans and cost proposals relevant to the application;
- copies of any DCERP-approved change orders relevant to the application; and,
- dated, legible invoice(s) documenting the completed work relevant to the application. The DCAC invoice may be submitted as either paid or unpaid by the applicant. The payment status shall be clearly shown on the first page of each DCAC invoice submitted. If the invoice has been paid by the applicant, attach a copy of the front and back of the canceled check to document the invoice has been paid. Otherwise, DCERP will assume that issuance of a joint check is appropriate (see Section 2 of this form).

SECTION 6. CERTIFICATION STATEMENTS

In accordance with Rule 1200-1-17-.08(7), reimbursement applications shall contain the following statement which shall be signed by the eligible party (applicant) and the project manager of the DCAC(s). If more than one DCAC performed work included in this application, the project manager for each DCAC must sign below. Attach additional signature page(s), if needed.

I hereby certify to the best of my knowledge and belief :

- a release of drycleaning solvent has occurred from the operation of the subject active or abandoned drycleaning facility or in-state wholesale distribution facility;
- the costs presented herein represent actual costs incurred in the performance of response actions at this site during the period of time indicated on this application;
- no charges are presented as part of this application that do not directly relate to the performance of response actions related to the release of solvent at this site;
- full compliance with Title VI of the Civil Rights Act of 1964, that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of the contract or in the employment practices of the applicant or DCAC on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by the Federal, Tennessee State constitutional, or statutory law. The applicant and/or DCAC shall, upon request, show proof of such nondiscrimination;
- no part of the total contract for DCAC services shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the applicant or DCAC in connection with any work contemplated or performed relative to the reimbursement request;
- that books, records, and documents of the applicant or DCAC, insofar as they relate to work performed or money received under this reimbursement request shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to inspection or audit, at any reasonable time and upon reasonable notice, by the State, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be maintained in accordance with generally accepted accounting principles;
- that activities and records pursuant to the reimbursement request shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives; and,
- that the State is not responsible for the payment of services rendered without specific, written authorization.

Applicant Printed Name

Applicant Official Title

Applicant Signature

Date

DCAC Project Manager Printed Name

DCAC Organization Name

DCAC Project Manager Signature

Date